



REQUEST FOR QUOTATIONS

SHUTTLE BUS SERVICE PROVIDER FOR THE WINGS & WILDFLOWER FESTIVAL

Lake County, Florida is currently accepting quotations for the provision of shuttle bus service for the Wings & Wildflower Festival to be held October 4 through 6, 2013. Quotations are due by **2:00 p.m. on Monday, June 17, 2013.**

The County reserves the right to accept or reject any and all quotations and to waive any technicalities or irregularities therein. The County further reserves the right to award the contract to the Vendor whose offer best complies with the specifications and is most advantageous to the County, as determined by the County, in its sole discretion.

INQUIRIES

Questions may be directed to the County's Procurement Office. Please submit questions in writing via email (dvillinis@lakecountyfl.gov) or fax (352-343-9473).

LICENSES

Vendors must furnish satisfactory evidence with the offer that they have all license(s) as required to do business in the State of Florida and in Lake County, including but not limited to, licenses required by respective State Boards and other governmental agencies responsible for regulating and licensing the services provided and performed by the provider. A copy of the license(s) held by the Vendor must accompany the quotation. Any Vendor that is not fully licensed and certified shall be rejected.

SCOPE OF SERVICES

General:

Lake County, Florida is seeking a qualified bus service provider to operate a shuttle bus route from 7:00 a.m. to 12:00 noon each day during the Wings & Wildflower Festival to be held Friday, October 4, 2013 through Sunday, October 6, 2013. Each day, the shuttle bus will take festival-goers to the destination at 7:00 a.m. and then return them back to the original location around noon; it will not make continual runs back and forth during this timeframe.

The route on Friday, October 4th, shall be from Hickory Point Recreational Facility, 27341 State Route 19, Tavares, to Emerald Marsh Conservation Area, located between State Road (SR) 42 and SR 44, just north of Lisbon, on the east side of Lake Griffin and west of County Road (CR) 452, a round trip distance of approximately twenty-four (24) miles.

The route on Saturday and Sunday, October 5th and 6th, shall be from the Lakeside Inn, 100 North Alexander St, Mt Dora, to Lake Apopka, a round trip distance of approximately twenty-five (25) miles.

The vehicle(s) to be provided shall have the capacity to hold up to twenty-five (25) people.

The Vendor shall be responsible for the operation of bus services in accordance with:

1. Applicable federal, state, and local laws and regulations.
2. Necessary driver qualifications.
3. Equipment operating instructions issued by the OEM (original equipment manufacturer).
4. Compliance with FTA and Lake County Drug and Alcohol testing requirements.

Vehicle Operators:

Vendor shall supply properly licensed and qualified personnel to operate vehicle(s) meeting the following minimum requirements:

1. Fluent in speaking, writing and understanding English;
2. Shall not have, within the last three (3) years:
 - One or more Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions.
 - Any conviction or plea of nolo contendere in a competent court of jurisdiction recognized by the State of Florida for leaving the scene of an accident.
 - Two (2) or more chargeable accidents.
 - Two (2) or more moving violations.
3. Neat and tidy appearance. The Vendor shall set uniform dress standards for its employees. Uniform standards shall be subject to the County's approval.
4. The Vendor will ensure that its operator(s) have received proper training. At a minimum, training shall include ADA lift and secure training, sensitivity training, and defensive driver training.

5. Personnel provided by the Vendor and/or Vendor's subcontractors shall be employees of the Vendor or its subcontractors and not of the County. All such employees and subcontractors shall be subject to the direction, supervision and control of the Vendor and not the County.

Experience:

The Vendor shall have, at a minimum, five (5) years' experience providing shuttle bus service similar to the services to be provided under this contract.

Non Scheduled Stops:

Shuttle service vehicles shall not be used to pick-up or drop-off passengers or Vendor employees at unscheduled locations, except in case of emergency, equipment failure, or direction of civil authorities.

Vehicle Specifications/Requirements:

The vehicle(s) to be provided shall have the capacity to hold up to twenty-five (25) people. The Vendor may, at its sole discretion and cost, provide a larger vehicle.

The vehicle(s) to be used for these shuttle services shall be in good operating condition and physical appearance.

Vehicle(s) used for shuttle service must meet ADA requirements for public transit service. Vehicles used for shuttle service must be wheelchair accessible and must be configured to transport at least two (2) wheelchair passengers at any one time without requiring wheelchair passengers to transfer.

The Vendor shall include with its offer a detailed inventory listing of the vehicle(s) to be used for the shuttle services required herein (including at least one (1) spare.) Said inventory list shall include the bus number, Vehicle Identification Number, month and year of chassis manufacture, make, model, wheelchair capacity, seated capacity with two (2) wheelchair positions in use, maximum seated capacity, description of wheelchair accessibility features (ramp, lift, securing system).

Vehicle(s) shall have working cooling systems which shall be available during all times the bus is in service. Cooling systems shall be capable of maintaining the interior temperature of the bus at 77 degrees Fahrenheit.

With passengers on-board, regardless of the outside temperature, the interior temperature of the vehicle must be no greater than 80 degrees Fahrenheit within sixty (60) seconds of closing the bus doors.

Vehicle(s) providing services under this Agreement shall meet all applicable State and Federal rules and regulations as may be modified from time to time.

Vehicle Breakdown:

The Vendor shall provide an additional vehicle in the event of a vehicle breakdown. The maximum response time from the time of a vehicle breakdown until the arrival of a replacement vehicle shall be twenty (20) minutes.

Reporting and Recordkeeping Requirements:

The Vendor shall maintain complete and accurate records of all operator services for the three days.

The Vendor must notify the County immediately of any accidents, disruptions, breakdowns, etc.

Vehicle Operator Responsibilities:

Responsibilities and duties of Vehicle Operators include but are not limited to:

- Operate the vehicles in a safe and timely manner;
- Be courteous to all passengers and the general public;
- Cooperate with the County's designated project manager and agents;
- Distribute or collect handouts, surveys, etc. as may be required;
- Be neat and clean and in proper uniform;
- Accept no gratuities;
- Do not or allow passengers to smoke on vehicles;
- Do not permit loud or raucous behavior on the vehicles;
- Count and record passenger boardings for each trip;
- Provide service free to all passengers;
- Maintain route and timetable without deviation;
- Assist passengers boarding and alighting vehicle as needed;
- Operate the wheelchair lift for passengers requiring or requesting such service (whether they are in a wheelchair or not); and
- Secure wheelchair passengers using vehicle securing devices.

Pricing:

Quotations shall be for regular scheduled hours only. Non-service hours (travel time) shall not be an expense of the County. Hourly rates shall be provided as requested in the RFQ.

Indemnification:

The Vendor shall defend, indemnify, save harmless, and exempt the County, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys fees resulting from injury to or death of persons or damage to property arising out of or resulting from the Contract or from work done by the Vendor or subcontractors in the performance of the Contract except to the extent caused by the sole negligence of or breach of contract by the County. In connection with any legal proceedings arising hereunder, the County reserves the right to retain counsel of its choice and at its own expense, or, in the alternative, approve counsel obtained by the Vendor. Nothing in this contract shall be deemed to adversely affect the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

Insurance:

The Vendor shall procure and maintain insurance of the types and to the limits and conforming to requirements as specified below:

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance

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Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$500,000
Products-Completed Operations	\$500,000
Personal & Adv. Injury	\$500,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000
Bodily Injury (per accident)	\$300,000
Property Damage	\$100,000

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.) If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$100,000
Disease-Each Employee	\$100,000
Disease-Policy Limit	\$500,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$500,000 and annual aggregate of \$1,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ _____
Garage Keepers Liability at coverage value: \$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.